

# **KENTUCKY REGISTRY OF ELECTION FINANCE**

## **IMPORTANT EXECUTIVE COMMITTEE TIPS**

1. **Be sure to properly separate general funds and Income Tax Check-Off (ITC) funds on the Summary Page.**  
KRS 121.230
2. **Remember to list each ITC receipt on Schedule 1 and the total of all ITC receipts on the Summary Page.**  
KRS 121.230 (2)
3. **When reporting a contributor's occupation and/or place of employment on Schedule 1, the term "self-employed" is not an allowable description. Election finance statements must disclose the name of the contributor's business.**  
KRS 121.180 (2) (a) (2)
4. **The Executive Committee's filer number should be listed on the Summary Page.**  
KRS 121.180 (2) (a)
5. **Schedule 2 disbursements to individuals must also disclose the individual's occupation.**  
KRS 121.180 (3) (a) (5)
6. **Schedule 1 must disclose the major business, social, or political interest represented by any PAC that has made a contribution of any amount.**  
KRS 121.180 (2) (a) (1)
7. **The Summary Page must include the total number of cash, anonymous, and unitemized contributors.**  
KRS 121.180 (2) (a) (3); KRS 121.150 (3); and KRS 121.150 (4)
8. **Each expenditure listed on Schedule 2 must include a detailed/specific description of what was purchased.**  
KRS 121.180 (2) (a) (4)
9. **Schedule 3 must include the name and complete mailing address of each location where an "event" was held.**  
KRS 121.180 (5)
10. **Schedule 1 must disclose the cumulative contribution for each contributor.**  
KRS 121.180 (2) (a) (2)